



# Illinois Department of Transportation

## Memorandum

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To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: September 3, 2015

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement September 4, 2015 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Friday, September 18, 2015**. Applicants will not be accepted after that time and date.

**NOTE: Applicants must submit Paralegal Certificate with application.**

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Halie Zulauf or Denise Hamilton at 217/782-5594.

TA IV

Rules Manager  
Office of Chief Counsel  
Springfield

Attachments  
40506

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **September 18, 2015**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

**NOTE: Applicants must submit Paralegal Certificate with application.**



## Illinois Department of Transportation

An Equal Opportunity Employer

### Position Summary Sheet

**Classification:** Technical Advisor IV

**Salary Range:** \$4,695 - \$ 8,700

**Position Title:** Rules Manager

**Union Position:** ☒ Yes ☐ No

**Position Number:** PW954-23-30-200-00-02

**IPR#:** 40506

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#### Office/Central Bureau/District/Work Address:

Office of Chief Counsel/Bureau of Downstate Legal Services – Area 1/2300 S. Dirksen Parkway, Springfield, IL

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#### Description Of Duties:

This position performs professional level duties of an administrative nature to ensure policies implemented by the Illinois Department of Transportation are in compliance with the Illinois Administrative Procedure Act, for directing Department compliance with the policies and procedures of the Joint Committee on Administrative Rules (JCAR), and for coordinating the response of the Department to subpoenas served on the Department.

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#### Special Qualifications:

***The following criteria is required:***

- Valid driver's license
- Paralegal certificate
- Occasional travel to attend meetings

***The following criteria is desired:***

- Knowledge, skill and mental development equivalent to completion of four years of college preferably with major courses in legal or public administration
- Extensive knowledge of judicial and quasi-judicial procedures and of rules of evidence
- Extensive knowledge of governmental operations and of state and federal laws relating to general administrative and regulatory functions, particularly with regard to departmental statutory mandates
- Extensive knowledge of and ability to apply legal methods, practices and procedures to departmental issues
- Ability to maintain harmonious relationships with employees, agency officials and the general public

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#### Shift/Remarks:

8:00 am - 4:30 pm / Monday - Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	June 26, 2014	<b>POSITION:</b>	Rules Manager
<b>APPROVED BY:</b>	<u>Michel Forti</u>	<b>OFFICE/DIVISION:</b>	Chief Counsel
<b>CODE:</b>	PW954 23-30-200-00-02	<b>REPORTS TO:</b>	Deputy Chief Counsel

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***Position Purpose***

This position performs professional level duties of an administrative nature to ensure policies implemented by the Illinois Department of Transportation are in compliance with the Illinois Administrative Procedure Act, for directing Department compliance with the policies and procedures of the Joint Committee on Administrative Rules (JCAR), and for coordinating the response of the Department to subpoenas served on the Department.

***Dimensions***

Annual rulemakings administered	20—30
Annual JCAR hearings	10
Annual Internal Rulemaking and JCAR conferences	15—25
Legislation review:	2
Regulatory agenda publication	2
Subpoena review	5
Coordinate and Compile Responsive Information	10-15
Review and Produce Responsive Information	5-10

***Nature and Scope***

This position reports to a Deputy Chief Counsel. No positions report to this position.

The incumbent is expected to function in an environment of primary responsibility for the proper implementation of Department policy by means of rules. The incumbent is responsible for managing the regulatory agenda of the Department, determining priorities, and overseeing all rulemaking initiatives required by Department statutory mandates. The incumbent is responsible for ensuring that all rules are developed within the strict guidelines of the Illinois Administrative Procedure Act (I.A.P.A.) and the Joint Committee on Administrative Rules' (JCAR's) Procedural Rules on Rules. The incumbent coordinates review, publication, and adoption of all rules submitted by the originating Offices or Divisions to the Chief Counsel's Office. The incumbent has the responsibility to direct the proper drafting of proposed rules in substance and format. The incumbent is expected to anticipate and avoid JCAR concerns during the rulemaking process. The incumbent consults with and advises Department personnel on the rulemaking process and represents the Department at JCAR hearings. It is the responsibility of the incumbent to ensure that all proposed rules are developed and adopted in a manner that will not adversely affect the operational efficiency of the originating Offices or Divisions while securing compliance with the I.A.P.A. The incumbent works with the Ethics officer to receive, maintain, and distribute ex parte communications related to the rules making process.

Typical problems facing the incumbent will be in determining which Departmental orders or policies are subject to rulemaking, in prioritizing and scheduling the workload to minimize potential problems, in coordinating communication between the Chief Counsel's Office and other offices within the Department, and directing the rule adoption process before the JCAR. The incumbent's greatest challenge is to insure compliance with the I.A.P.A. and the actions of the JCAR without adversely affecting Department policy implementation. This requires the incumbent to assimilate a wide variety of technical information and knowledge concerning Department operations.

The incumbent is personally responsible for deciding which policies should be filed as rules, analyzing and editing all new proposals for rules, and reviewing and correcting each proposal for accuracy in format and substantive content. The incumbent's responsibility is to correct, revise, or rewrite deficient proposals in whole or in part to bring them into compliance with accepted internal standards and with the I.A.P.A. Revisions will be coordinated with the originating Office or Division ensuring that corrections are made in a timely and efficient manner. The incumbent must determine whether staff attorney review of proposed rules is required. The incumbent prepares rulemaking documents which, along with the finalized proposals, are submitted to the Chief Counsel for final approval. The incumbent will develop and maintain a comprehensive index of all proposed and adopted rules and ensure that information concerning these can be made readily available to Department personnel and the public upon request. The incumbent is responsible for ensuring that all proposals are forwarded to the Secretary of State's Office within established time frames and represents the Department before the JCAR at monthly hearings held to consider rulemaking proposals. In addition, the incumbent makes recommendations to improve the Department rulemaking procedure and prepares monthly reports on the status of rulemakings. The incumbent, as a paralegal, provides paralegal research and assistance as assigned. The incumbent is responsible to log subpoenas upon receipt. The incumbent confers with Department staff to compile responsive information and prepares a draft response packet. The incumbent works with Office of Chief Counsel staff to determine what, if any, information should not be included in the response packet. The incumbent provides the approved response packet to appropriate parties. As a paralegal, incumbent will provide advice and recommendations on what information to include in the response packet.

The incumbent is responsible to maintain a comprehensive index of subpoenas received, status of responses, and other information necessary to assist the Department to respond to similar subpoenas in an efficient fashion. Incumbent is responsible to suggest revisions and changes to the subpoena response process.

The incumbent works independently and is expected to work directly with Department officials, other state officials, and the JCAR. The incumbent must be adept at resolving problem situations as they arise in the rulemaking process with substantial independence. Matters of a sensitive nature or which deal with legal determinations are recognized by the incumbent and are referred to the Chief Counsel or Deputy Chief Counsel.

The incumbent has regular contact with the staff of the JCAR and is the liaison between the Department and the JCAR. The incumbent confers with all attorneys in the Office, representatives from other agencies when these agencies are affected by proposed rules, and Bureau Chiefs and Directors of Department offices originating proposed rules. The incumbent is required to regularly advise the Director of Legislative Affairs of JCAR activity. Occasional travel is required to attend meetings.

The effectiveness of this position can be measured by the incumbent's ability to professionally manage these processes without adversely affecting operational efficiency.

### ***Principal Accountabilities***

1. Ensures all rulemaking proposals are developed and drafted at the prepublication stage and refined during the rulemaking process to best achieve departmental policy in a manner that is I.A.P.A. and JCAR compliant.
2. Ensures proper publication of proposed and adopted rules, attends JCAR conferences and hearings, and performs liaison functions with JCAR.
3. Maintains and publishes the Department Regulatory Agenda.
4. Reviews and provides comment on legislative proposals affecting the rulemaking process.

5. Ensures subpoena response packets contain responsive material. Ensures subpoena response packets are provided to the requestor in a timely fashion.
6. Maintains official set of Department rules and serve as resource for employees and public for rule access.
7. Completes special assignments and research as needed.
8. Perform all duties in a manner conducive to the fair and equitable treatment of all employees, and in compliance with Department safety rules and practices.